



Please read this page carefully. The Document Library is a totally separate feature of the website to that of the Forum. The Document Library access is by application and then administration authorisation only. Forum access is free and self activated.

## Document Library

This feature of the website was the key driver in building the site. We have had to password protect document access to this area of the site as the documents remain the property and copyright of the Imagineering Foundation. We don't particularly want them available to everyone on the internet.

As a registered Imagineering Tutor, you already have these documents in your term pack, however:-

- they are in Black & White
- you only have 14 sets
- they were correct at time of printing
- sometimes copying doesn't do the photos justice

Why do I need to visit the Clubs > [Library](#) section then?

Here are some reasons why:-

- ✓ They are available in pdf format and in colour
- ✓ The pictures in colour can often be easier to see
- ✓ The latest document version will be on the website
- ✓ Occasionally items may be missing from a pack
- ✓ Tutor created resources are also available

To gain access to these documents you need to complete a [Tutor Login Request Form](#) on-line.

### Follow these 6 easy steps to gain access

- 1) Use the links on the site to the Login Request Form
- 2) On the form you will be required to choose your own unique and memorable Logon ID and Password.
- 3) Once the form is submitted correctly you will receive an e-mail notification that your request is being processed.
- 4) At the same time an e-mail will be sent to our website administrators who will check your details against the list of Imagineering Foundation Registered Tutors and process your request as quickly as they can.
- 5) Once processed, you will be sent another e-mail notifying that you have been authorised.
- 6) When you next try to access a document you will then need to fill in the pop up box with your Login ID and Password.

Good Luck!

## Forum

The provision of the forum is another way in which we hope to enhance the support to tutors by allowing you to air your thoughts, problems and solutions on the website. We hope that you will all register and contribute to the success of this feature. The more contributions received, the more we will learn from our experiences.

The forum is freely available to view by anyone browsing our website, and it is also a public forum, so anyone may join if they so wish. We have come up with various Forums with topic headings which cover a range of Imagineering Activities. There are also forums for each project kit.

You need to register with a user name and valid e-mail address to which an account activation link will be sent. On receiving the e-mail, clicking the link will activate your account and you can then post to any topic, and also upload and view attachments to your post.

[Registration link](#)

Forum	Topics	Posts	Last Post
<b>Imagineering</b>			
<b>Imagineering Fair</b> Covering all aspects of the two annual Imagineering Fairs Moderator Moderator Admin's	0	0	No Posts
<b>Starting Clubs</b> Have a question or concerns about starting up a new club? Post your query here. Moderator Moderator Admin's	2	4	Wed Dec 08, 2004 10:42 pm algebra
<b>Supporters</b> Want to know more about how to help? Post your query here. Moderator Moderator Admin's	0	0	No Posts
<b>Young Engineers</b> Discussion Board for Young Engineer activities and initiatives Moderator Moderator Admin's	0	0	No Posts
<b>Tutor News</b> Visit this forum for all the latest news affecting club operations. Moderator Moderator Admin's	5	6	Mon May 02, 2005 3:33 pm Martin Evans
<b>Club Operation</b>			
<b>Tool Kit</b> Happy with yours? What have you found useful? What extra should we add to the inventory list? Moderator Moderator Admin's	2	2	Wed Oct 06, 2004 5:46 pm algebra
<b>Session Planning</b> Share your best practice on how you structure your lessons to maximise learning and fun for each project Moderator Moderator Admin's	2	3	Sun Feb 20, 2005 7:49 pm Martin Evans

If you are experiencing problems with accessing the Library or Forum, please call Jocelyn on 01386 712657 who will try to help.